

INTERNAL TITLE 5**VACANCY ANNOUNCEMENT**

Announcement Number:	2003-65	Opening Date:	04-29-2003	Closing Date:	05-09-2003
Position/Position Number:	Supervisory Contract Specialist GS-1102-13 (#39210)	Organizational Location:	LOGISTICS MANAGEMENT SERVICE Duty Station: Temple ICF		
Salary Range:	GS-13: \$67,143 - \$87,289 Per Annum (INCLUDES 9.62% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF Central Texas Veterans Health Care System		

Duties and Responsibilities:

Incumbent supervises, administers, plans, organizes, and coordinates the \$60+ million procurement program for the Central Texas Veterans Health Care System (CTVHCS). In addition to the above, manages the \$100+ million procurement support program for the CASUs located in Panama City, FL and Hampton Roads, VA which primarily provides contracting support to Department of Defense and other government agencies throughout the United States. In conjunction with the Chief, LMS, responsible for drafting annually, in advance, the budget plan by interpreting historical data and predicting or estimating future needs and sales, as well as the management plan to maintain proper balances and proportionate relationships. This projection considers historical data as well as the nature and extent of the clinical, research and administrative programs in the operation of the CTVHCS, trends such as patient load and program expansion, supplies and equipment needed to support complex clinical programs and other system needs such as activations. Projects revenue to be generated by contracting support program for the CASU. Functions as the Chief, Logistics Management Service in the absence of the Chief, with the full authority to carry out duties related to the overall Logistics Program, including planning, development, erection and management of a program designed to supply all medical center customers with requirements necessary to carry out the mission of a complex medical care system. Develops policies, assists in managing the equipment program, ensures the propriety and legality of all station contracts, overseeing interagency agreements with other government agencies, major, minor, and NRM construction, various reporting mechanisms and providing cost distribution information and DSS budget information, as well as other management reviews and reports. Incumbent is responsible for all pre-award and post-award functions involving highly specialized procurements of significant importance to other agencies such as the Department of Defense, as well as the VA. Performs procurement planning on behalf of the CTVHCS as well as for the services and systems being procured for CASU on behalf of other government agencies. Advises program officials of procurement objectives to be used and assists in the preparation statements of work, when necessary. Prepares determinations and findings and solicitation documents. Performs detailed analysis of all elements of contractor's proposals, makes competitive range determinations, conducts preproposal conferences to arrive at clear understanding of requirements of contract. Obtains appropriate data from business and technical officials, issuing modifications as necessary to clarify any ambiguities in the specifications and clauses. As necessary, explores new or innovative contracting approaches to arrive at an equitable contract arrangement. Supervises a Purchase and Contract Section consisting of 15 employees and is involved in a daily basis in the overall management of the LMS. Serves as contracting officer with unlimited senior contracting authority (all types of contracts and methods, and no limit on dollar value of contracts awarded). Makes independent decisions on technical, procedural, and administrative problems not covered by, nor in conflict with, Public Law, Federal and VA rules and regulations, as well as other government agency policies which apply to procurement operations. Responsible for the overall coordination and management of the revenue generation activities of the service, primarily in support of the CASU with annual contract requirements between \$50 million and \$75 million per year.

FIRST-TIME SUPERVISORS MUST SERVE A ONE-YEAR PROBATIONARY PERIOD.**Qualification Requirements:**

BASIC REQUIREMENTS: A 4-year course of study leading to a bachelor's degree with a major in any field OR at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Administrative and Management Positions, available in Human Resources Management Service (HRMS). At the GS-13 level, must have one year specialized experience equivalent to the GS-12 level. Specialized experience is that which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Must meet time-in-grade requirements of one year at the GS-12 level in Federal service. **It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of Federal and VA procurement regulations and policies.
- Knowledge of development of specifications, statements of work, justifications, cost benefit analysis and solicitations.
- Knowledge of negotiation techniques and dispute resolution.
- Knowledge of budget analysis and forecasting, manpower and workload analysis, and deductive reasoning used for problem solving and trend analysis.
- Ability to communicate orally and in writing with correct grammatical structure and interpersonal skills with people of diverse backgrounds and in a variety of positions.

How to apply:

How to apply: Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA Forms 5-4078, 5-4676A and 5-4667B must be received in HRMS, Temple, Building 162, by close of business on closing date of announcement. Refer all questions to Karen Young, Human Resources Specialist, extension 39-5513.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Karen Young ext 39-5513. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A NON-BARGAINING UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.